

[3 1 MAR 1988

MEMORANDUM FOR: Deputy Director for Administration

FROM: John M. Ray
Director of Logistics

STAT SUBJECT: Office Space for [REDACTED]

REFERENCE: Memo for D/OL from DDA, dated 14 Mar 88, Same Subject

See:

STAT 1. There is only one feasible course of action to provide office space for the newly created [REDACTED] in a prompt manner; that is, locate them at Key Building in space vacated by FBIS. This is an advantageous location, being at a transportation hub, with good proximity and travel alternatives to State Department, Pentagon, Headquarters and airports.

STAT 2. Therefore, we recommend that about 7,200 square feet of space on the 11th floor of Key Building be allocated to [REDACTED]. Such use of the space will not encroach on assets needed at Key for relocation of Agency units [REDACTED].

STAT 3. Without a definitive statement of requirements [REDACTED] only rough cost estimates can be made for setting up [REDACTED] workstations. Allowing for a minor fix-up of the premises, some fresh carpeting, installation of black phones, secure phones and Wang drops for [REDACTED] a budget of [REDACTED] should be anticipated. The furniture budget would be about [REDACTED].

STAT 4. Attached is a floor plan with the proposed [REDACTED] areas marked in yellow. Area 1104, which is already carpeted and equipped with active secure phones, is suitable for the front office and could be made available for occupancy in early April 1988.

STAT 5. During the next four months, the building owner intends to replace existing acoustic tiles with improved acoustic materials throughout the building. That work will influence Agency schedules for installation of telephones, data lines and Wang systems, but Logistics offices are ready to work with [REDACTED] to coordinate events leading to their occupancy of the 11th floor and minimize problems. We are still looking for a visiting office at Headquarters for Director [REDACTED] and will advise when we have a proposal for it.

John M. Ray

Attachment

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STAT SUBJECT: Office Space for [REDACTED]

STAT OL/FMD/HCS [REDACTED]
STAT retyped: O-DI [REDACTED] (31 Mar 88)

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